



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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TRENTON, NJ 08625-0081

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Acting Attorney General

SHEILA Y. OLIVER
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WILLIAM H. CRANFORD
Chief Administrative Officer

March 7, 2022
NOTICE OF JOB VACANCY
#22-159

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission, for current State employees with permanent service in a competitive title who meet the requirements specified below:

TITLE: Manager 3 Human Resources

SALARY: \$103,424.24 to \$148,014.38

LOCATION: Juvenile Justice Commission
Human Resources
1001 Spruce Street
Trenton, New Jersey 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under general supervision, serves as the chief personnel officer for the Juvenile Justice Commission.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

NOTE: The following experience, as a primary function, DOES NOT INCLUDE routine processing of personnel transactions, completion and checking of forms, filing or data entry.

Seven (7) years professional experience in work involving the administration of personnel functions for a large public or private agency. Three (3) years of the required experience shall have been in a supervisory capacity supervising second-line supervisors.

NOTE: Supervisory experience may include directing the staff of three or more programs in a human resources unit such as: position classification; compensation; staff and organizational development; regulation interpretation; personnel selection procedures; equal employment opportunity; workforce planning; and employee relations.

NOTE: A Master's degree in Public Administration, Business Administration, Social Work Administration, Personnel Administration, Psychology, or Guidance and Counseling may be substituted for one (1) year of nonsupervisory experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESUME NOTE: Eligibility determinations will be based upon information presented in resumes only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-159 and current resume on or before the closing date of March 21, 2021 to:

Recruitment Coordinator
LPS.Humanresources@njog.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply

